

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an RFP Interest form may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
HAWAII PAROLING AUTHORITY
Special Services Section

REQUEST FOR PROPOSALS

NO. PSD 05-HPA-21
*PREEMPLOYMENT, JOB
DEVELOPMENT, AND JOB PLACEMENT
SERVICES FOR PAROLEES ON THE
ISLAND OF OAHU*

April 29, 2005

April 29, 2005

**REQUEST FOR PROPOSALS
PRE-EMPLOYMENT, JOB DEVELOPMENT, AND JOB PLACEMENT SERVICES
FOR PAROLEES ON THE ISLAND OF OAHU
RFP No. PSD 05-HPA-21**

The Department of Public Safety, Hawaii Paroling Authority, is requesting proposals from qualified applicants to provide pre-employment, job development, and job placement services to parolees on the island of Oahu. The contract term will be for a twelve-month period. Multiple contracts will not be awarded under this request for proposals.

Proposals must be postmarked by US mail before midnight on June 10, 2005 or hand delivered by 4:30 p.m., Hawaii Standard Time at the drop off site that are designated on the following page.

Proposals postmarked after midnight on June 10, 2005 or hand delivered after 4:30 p.m. H.S.T. on June 10, 2005 will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

The Department of Public Safety, Hawaii Paroling Authority, will conduct an orientation on May 12, 2005 from 2:00 p.m. to 4:00 p.m. H.S.T., at 919 Ala Moana Boulevard, Room 100, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. H.S.T. on May 19, 2005. All written questions will receive a written response from the State by May 27, 2005.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or may be made by telephone to (808) 587-1215.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED. ALL MAIL-INS MUST BE POSTMARKED BY USPS BEFORE 12:00 MIDNIGHT, June 10, 2005

All Mail-ins and Drop Off Site

Department of Public Safety
Planning, Programming and Budget Office
919 Ala Moana Blvd. Room 413
Honolulu, Hawaii 96814

PSD RFP COORDINATOR

Mr. Marc Yamamoto
For further info. or inquiries
Phone: 587-1215
Fax: 587-1244

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 P.M., June 10, 2005.

Department of Public Safety
Planning, Programming and Budget Office
919 Ala Moana Blvd. Room 413
Honolulu, Hawaii 96814

BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight, June 10, 2005, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., June 10, 2005.

Deliveries by private mail services such as FedEx shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., June 10, 2005.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance.

The Contracting Office is:

Planning, Programming and Budget Office—Purchasing and Contracts
 Department of Public Safety
 919 Ala Moana Boulevard, Room 413
 Honolulu, Hawaii 96814

Attention: Mr. Marc Yamamoto
 Telephone: (808) 587-1215
 Facsimile: (808) 587-1244
 e-mail address: marc.s.yamamoto@hawaii.gov

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule.

Activity	Scheduled Date
Public notice announcing RFP	April 29, 2005
Distribution of RFP	April 29, 2005
RFP orientation session	May 12, 2005
Closing date for submission of written questions for written responses	May 19, 2005
State purchasing agency's response to applicants' written questions	May 27, 2005
Discussions with applicant prior to proposal submittal deadline (optional)	Not Applicable
Proposal submittal deadline	June 10, 2005
Discussions with applicant after proposal submittal deadline (optional)	Within the evaluation period
Final revised proposals (optional)	Within the evaluation period
Proposal evaluation period	June 13, 2005 through June 20, 2005
Provider selection	July 1, 2005
Notice of statement of findings and decision	July 1, 2005
Contract start date	Upon the issuance of the Notice to Proceed (Tentatively August 1, 2005)

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on **May 12, 2005** from **2:00 p.m. to 4:00 p.m., Hawaii Standard Time (HST)**, at **919 Ala Moana Boulevard, Room 100**.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP.

Deadline for submission of written questions is **4:30 p.m., HST, on May 19, 2005**. All written questions will receive a written response from the state purchasing agency. State agency responses to applicant written questions will be provided by **May 27, 2005**.

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant

as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Proposal Submittal** – One original and three (3) copies of the proposal shall be submitted. Proposals must be postmarked by USPS

or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

Facsimiled proposals and/or submission of proposals on diskette/cd or transmitted by e-mail are **not allowed**.

- E. **Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. **Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: James Propotnick	Name: Suzanne Eghan
Title: Acting Director	Title: Administrative Services Officer
919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, Purpose or Need

The Hawaii Paroling Authority is responsible for the supervision for approximately 840 parolees on the island of Oahu. Upon being released on parole, many parolees are faced with the seemingly insurmountable task of securing employment. Many have a limited work history, lack marketable skills, and little experience in the job seeking process. The pre-employment, job development, and job placement program will fill the need to assist the parolee with the job application and interview process. It will also help the parolee find employers who are willing to hire them.

The purpose of this project is to provide pre-employment, job development, and job placement services to approximately 6 to 8 parolees on the island of Oahu.

B. **Description of the goals of the service**

The goal of the program is to provide pre-employment, job development, and job placement services, which will enable at least fifty percent of the participants to secure full-time employment.

C. **Description of the target population to be served**

The project will provide services to 6 to 8 parolees on the island of Oahu.

D. **Geographic coverage of service**

Pre-employment, job development, and job placement services will be conducted on the island of Oahu.

E. **Probable funding amounts, source, and period of availability**

Funding for the Pre-employment, Job Development, and Job Placement services for Parolees is estimated at \$17,000.00 for the period commencing on the date indicated on the Notice to Proceed for a period of 12 months. This contract may be extended for not more than 12 additional months or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. Service provider must be a profit corporation under laws of the State of Hawaii or non-profit organization as determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, service provider must have governing Board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-law or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider should have a minimum of one year of successful experience in dealing with inmates.
5. Service provider will be required to accept parolees who have been assessed by the Hawaii Paroling Authority as being appropriate for services, unless the service provider presents to the Hawaii Paroling Authority, justifiable reason that a parolee should not be accepted into the program.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☒ Single term (\leq 2 yrs.) ☐ Multi-term ($>$ 2 yrs.)

Award shall be for the twelve-month period commencing on the date indicated on the Notice to Proceed. Refer to Section 2, Item I.F. The contract may be extended for not more than one (1) additional twelve-month period of fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Mr. Marc Yamamoto
Department of Public Safety
Planning, Programming and Budget Office
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

Telephone: (808) 587-1215

Fax: (808) 587-1244

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

The Contractor will provide the following services for the parolees referred to the program.

1. Provide pre-employment training, assistance in job seeking, and follow-up.
2. Assessment and counseling to determine the employment and training needs of the parolee.
3. Provide Life Skills training in areas necessary for parolees to be successful in seeking and maintaining employment. Those skills include resume development, interviewing skills, problem solving, and goal setting.
4. Job development with employers in the community to enhance their job placement.

5. Placement of the parolee in a subsidized training program and/or full-time gainful employment consistent with the Initial assessment.
6. Maintain accurate records of all assessments and placements.

B. Management Requirements (Minimum and/or mandatory requirements)

1) Personnel

Because parolees are being referred by the Hawaii Paroling Authority, Service provider shall employ staff that is suitable to deal with these clients. No persons currently serving a criminal sentence (i.e., on Furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea shall be hired by the service provider or sub-provider.) Any employee with a criminal history shall be subject to review and approval by the Hawaii Paroling Authority. The Hawaii Paroling Authority will review and agree to the employment of staff and sub providers in writing. Any changes to staff and/or Sub providers must be agreed upon, in writing, by the Hawaii Paroling Authority.

2) Administrative

- a) Service provider shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b) Service provider is required to meet the qualifying requirements specified in Chapter 103 F, Hawaii Revised Statutes.
- c) Service provider shall comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.
- d) Service provider shall describe the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- e) Service provider shall maintain and show proof of a liability insurance policy of at least one million dollars

3) Quality assurance and evaluation specifications

Service provider shall provide a detailed description of its qualifications, experience, and track record in providing pre-employment, job development, and job placement services to the

community in general and offender populations specifically. This section shall include:

- a) Resumes of the service provider's staff members who will be providing the services;
- b) List of experience as a service provider providing services to Offenders;
- c) List of prior contacts with the public sector in providing Pre-employment, job development, and job placement services and discussions of any problems or difficulties encountered in prior contracts;
- d) Success service provider has had in recruiting and retaining Quality staff; and
- e) Service provider's current financial statement and any financial audits completed in the last three years.

4) Output and performance/outcome measurements

Service provider shall provide a detailed description of its outcome evaluation and measures of effectiveness.

5) Experience

6) Coordination of services

7) Reporting requirements for program and fiscal data

- a) Program reports filed separately from billings and marked "Confidential" and forwarded to the Hawaii Paroling Authority.
- b) Attached to each report shall be an Attendance Sheet that will include:
 - The date and time of each session.
 - A roster of residents who attend each session.
 - For absent client, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.

- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by Department, no later than 30 days after the close of each fiscal Quarter.

8) Pricing or pricing methodology to be used

Pricing shall be based on unit of service pricing structure.

9) Units of service and unit rate

Proposals must include the unit cost for each component as well as the estimated number of units to be provided.

C. Facilities

The treatment site must meet ADA requirements.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

C. Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirement, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the POS Proposal Application.

C. Subcontractors

If subcontractors are to be used, a statement from each subcontractor must be included, signed by an individual authorized to legally bind the subcontractor and stating:

1. Subcontractor's name, mailing address, telephone number, fax number, and contact person;
2. General scope of work to be performed by the subcontractor; and
3. Subcontractor's willingness to perform the work indicated.
4. Subcontractor's qualifications and past experience.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a completed description of services and activities proposed to provide a pre-employment, job development, and job placement program for parolees on the island of Oahu. This section shall include, at a minimum, the following:

1. Program philosophy;
2. Program components;
3. Description of how basic services will be provided.
 - a) Pre-employment training, job seeking assistance, and follow-up.

- b) Assessment and counseling of the client to determine their training and employment needs.
- c) Life skills training.
- d) Job development.
- e) Placement of the client into a subsidized training program and/or fulltime gainful employment.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the POS Proposal Application.

All budget forms, instructions and samples are located on the SPO website(see the POS Proposal Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the POS Proposal Application.

Pricing Structure Based on Unit of Service/Negotiated Unit of Service

In order to determine a price (unit rate) for a unit of service, the applicant and state-purchasing agency must negotiate the total costs (including agency administration) for operating a program at a specific capacity and divide by the total number of units of service that the program can produce at that capacity.

The following budget form(s) which are located on the SPO website (see the POS Proposal Checklist) shall be submitted with the POS Proposal Application:

- SPO-H205, Budget
- SPO-H-205A, Organization0-Wide Budget By Source of Funds
- SPO-H-206A, Budget Justification-Personnel-Salaries & Wages

B. Other Financial Related Materials

• Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the POS Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

A. Evaluation Categories and Threshold

<u>Evaluation Categories</u>	<u>Possible Points</u>
Administrative Requirements	Pass or Rejected
<i>POS Proposal Application</i>	100 Points
Program Overview	
Experience and Capability	20 points
Project Organization & Staffing	15 points
Service Delivery	55 points
Financial	10 points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

(1) Administrative Requirements

- Certifications

(2) POS Proposal Application Requirements

- POS Application Title Page
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- * Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

(1) Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include

A. Necessary Skills:

- Demonstrated skills, abilities, knowledge relating to the delivery of the proposed services.

B. Experience

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

D. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community.

E. Facilities

- Adequacy of facilities relative to the proposed services.

(2) Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- **Proposed Staffing:** That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- **Staff Qualifications:** Minimum qualifications (including experience) for staff assigned to the program.

B. Project Organization

- **Supervision and Training:** Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- **Organization Chart** (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

(3) Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application. The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

(4) Financial (10 Points)

Pricing structure based on negotiated unit of service rate:

- Competitiveness and reasonableness of unit of service, as applicable.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services and For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
1. Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
2. Proposal Application Checklist	Section 1, RFP	Attachment A	X	
3. Table of Contents	Section 5, RFP	Section 5, RFP	X	
4. Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
5. Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
6. Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
7. Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
8. Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
9. Substance Abuse Counselor License				

Authorized Signature

Date

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	Assessments, and Fringe Benefits	
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